Purchase Request Logs

Overview & Objectives

- **Introduction & Objectives**
  - **What is a PR Log and why do we need it?**
  - **How do you create one? What's important?**
  - **Manual Tracking**
- **Practical Exercise**
- **Conclusion**

PR Logs

- **What is a PR Log?**
  - **A tracking device; a way to track status**
  - **A means or recording your workload and workflow**

- **Why do we need a PR Log?**
  - **AFFARS Appendix CC tells us so**
  - **Audit trail**
  - **Customer service**
  - **Sanity check!**

PR Logs

- How do you create a PR Log?
  - Either manual or electronic
- What's important?
  - Certain parameters are vital to a good log
  - The Who, What, When, Where, and Why/How of your work center

PR Logs

- **The importance of manual tracking**
  - **Electronic logs are great for many reasons, but sometimes a manual one will do—especially if you don't have electronic access**
  - **What if your power dies? A manual log or a recent printout of your electronic log may be a life-saver**

Practical Exercise

- **Break up into groups of two or three (one experienced person per group)**
- **Each group will receive:**
  - **Blank PR log sheet**
  - **Packet of 10 ea purchase requests (Form 9s and DA 3953s**
- **Work as a team to prioritize and log PRs**
- **Discussion to follow**

Conclusion

- What a PR Log is and does
- Why we need one
  - TRACKING
  - Information is only as good as the source!!
- How to create one
  - What parameters are important